

Import/Export File Layout Specification for Spring 2004 Data Collection
Finance Section - F3 (Private For-Profit Institutions) , Fiscal Year 2003
Fixed Length/Positional File (*.TXT)

Field ID(Key)	Column	Length	Description	Valid Entries
General information				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"9"=General information
FY_BEGIN_MONTH	11	2	Beginning month of fiscal year covered	2-digit month between 1 and 12
FY_BEGIN_YEAR	13	4	Beginning year of fiscal year covered	4-digit year between 2001 and 2003
FY_END_YEAR	17	2	End month of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).	2-digit month between 1 and 12
FY_END_MONTH	19	4	End year of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).	4-digit year between 2001 and 2003
GPFS	23	2	Did your institution receive a clean opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above?	1=yes, 2=no, 3='Don't know
Filler	25	56	Filler	spaces
Part A - Balance Sheet Information				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"A"
LINE	11	2	Description of Finance item	1-4, refer to appendix A, finance category tables.
Filler	13	5	Filler	blank spaces
F101	18	12	Amount	-999999999999 to 999999999999, for lines (3,4), else leave blank; 0 to 999999999999, for lines (1,2), else leave blank
Part B - Summary of Changes in Equity				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"B"
LINE	11	2	Description of Finance item	1,2,4-6, refer to appendix A, finance category tables.
Filler	13	5	Filler	blank spaces

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Fixed Length/Positional File (*.TXT)

Field ID(Key)	Column	Length	Description	Valid Entries
F101	18	12	Amount	-999999999999 to 999999999999, for lines (4,5,6), else leave blank; 0 to 999999999999, for lines (1,2), else leave blank

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Fixed Length/Positional File (*.TXT)

Field ID(Key)	Column	Length	Description	Valid Entries
Part D - Revenues and Investment Return				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"D"
LINE	11	2	Description of Finance item	1-7, refer to appendix A, finance category tables.
Filler	13	5	Filler	blank spaces
F101	18	12	Amount	-999999999999 to 999999999999, for line (5), else leave blank; 0 to 999999999999, for lines (1-4,6,7), else leave blank
Part C - Student Grants and Part E - Expenses by Function				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"F3"
PART	10	1	Part of survey section	"C" and "E"
LINE	11	2	Description of Finance category	Part C for lines (1-4,6,7) and Part E for lines (1-5), refer to appendix A, finance category tables.
Filler	13	5	Filler	blank spaces
F101	18	12	Amount	0 to 999999999999

Note: All numeric fields should be right-justified. Both leading zeros and spaces are permissible.

Character data should be left justified. If there is a zero amount for any finance category, the line does not have to be included in the import file. Positive or negative amounts are allowed for Part A, lines 3 and 4; Part B, lines 4, 5, and 6; and Part D, line 5.

Import/Export File Layout Specification for Spring 2004 Data Collection
Finance Section - F3 (Private For-Profit Institutions), Fiscal Year 2003
Key Value Pair file (*.TXT)

Field ID(Key)	Description	Valid Entries
General information		
UNITID	UNITID	Valid UnitID
SURVSECT	Survey Section	"F3"
PART	Part of survey section	"9"=General information
FY_BEGIN_MONTH	Beginning month of fiscal year covered	2-digit month between 1 and 12
FY_BEGIN_YEAR	Beginning year of fiscal year covered	4-digit year between 2001 and 2003
FY_END_MONTH	End month of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).	2-digit month between 1 and 12
FY_END_YEAR	End year of fiscal year covered. Your fiscal year should end before October 1, 2003. If you do not report for a full 12-month period, please explain in the caveats section that is provided on-line. (Caveats cannot be imported).	4-digit year between 2001 and 2003
GPFS	Did your institution receive a clean opinion on its General Purpose Financial Statements from your auditor for the fiscal year noted above?	1=yes, 2=no, 3=Don't know
Parts A through E		
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"F3 "
PART	Part of survey section	"A" through "E"
Line	Finance category	i = 1 to 9, refer to finance category tables
Amount	Amount in whole dollars	-999999999999 to 999999999999, if Part A, i=3,4, Part B, i=4,5,6, and Part D, i=5; 0 to 999999999999, if Part A, i=1,2, Part B, i=1,2, Part C, i=1-4,6,7, Part D, i=1-4,6,7, and Part E, i=1-5.
Sample record: UNITID=100663,SURVSECT=F3,PART=9,FY_BEGIN_MONTH=10,FY_BEGIN_YEAR=2002, FY_END_MONTH=09,FY_END_YEAR=2003,GPFS=1 UNITID=100663,SURVSECT=F3,PART=A,LINE=1,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=A,LINE=2,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=A,LINE=i,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=B,LINE=1,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=B,LINE=2,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=B,LINE=i,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=C,LINE=1,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=C,LINE=2,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=C,LINE=i,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=D,LINE=1,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=D,LINE=2,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=D,LINE=i,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=E,LINE=1,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=E,LINE=2,AMOUNT=nnnnn UNITID=100663,SURVSECT=F3,PART=E,LINE=i,AMOUNT=nnnnn " " " " " " " " UNITID=nnnnnn,SURVSECT=F3,PART=9,FY_BEGIN_MONTH=10,FY_BEGIN_YEAR=2002, FY_END_MONTH=09,FY_END_YEAR=2003,GPFS=g UNITID=nnnnnn,SURVSECT=F3,PART=A,LINE=i,AMOUNT=nnnnn		

UNITID=nnnnnn,SURVSECT=F3,PART=B,LINE=i,AMOUNT=nnnnn
UNITID=nnnnnn,SURVSECT=F3,PART=C,LINE=i,AMOUNT=nnnnn
UNITID=nnnnnn,SURVSECT=F3,PART=D,LINE=i,AMOUNT=nnnnn
UNITID=nnnnnn,SURVSECT=F3,PART=E,LINE=i,AMOUNT=nnnnn

Note: If there is a zero amount for any finance category, the line does not have to be included in the import file. Positive or negative amounts are allowed for Part A, lines 3 and 4; Part B, lines 4, 5, and 6; and Part D, line 5.

Appendix A, Finance Category tables

Balance Sheet Information, Part A

Line	Assets, Liabilities, and Equity
1	Total assets
2	Total liabilities
3	Total equity
4	Total liabilities and equity

Summary of Changes in Equity, Part B

Line	Revenues, Expenses, Gains and Losses
1	Total revenues
2	Total expenses
3	Sum of specific changes in equity (Do not include in import file. Will be generated as follows; Line 4 minus (line 1 minus line 2))
4	Net income
5	Other changes in equity
6	Equity, beginning of year
7	Adjustments to beginning net equity (Do not include in import file. Will be generated as follows; Line 8 minus sum of (lines 4-6))
8	Equity, end of year will be transferred from Part A, line 3. Do not include in import file.

Student Grants, Part C

Line	Student Grants
1	Pell grants
2	Other federal grants
3	State and local grants
4	Institutional grants
5	Total student grants (Do not include in import file. Will be generated as follows; sum of (lines 1-4))
6	Allowances applied to tuition and fees
7	Allowances applied to auxiliary enterprise revenues

Revenues and Investment Return, Part D

Line	Source of Funds
1	Tuition and fees (net of amount reported in Part C, line 6)
2	Federal appropriations, grants and contracts
3	State and local appropriations, grants and contracts
4	Private grants and contracts
5	Investment income and investment gains (losses) included in net income
6	Sales and services of educational activities
7	Sales and services of auxiliary enterprises (net of amount reported in Part C, line 7)
8	Other revenue (Do not include in import file. Will be generated as follows; Line 9 minus sum of (lines 1-7))
9	Total revenues and investment return will be transferred from Part B, line 1. Do not include in import file.

Appendix A: Finance Category tables--continued

Expenses by Function, Part E

Line	Expenses by Functional Category
1	Instruction
2	Combined category - Research and Public service
3	Combined category - Academic support, Student services, and Institutional support
4	Auxiliary enterprises
5	Net grant aid to students (net of tuition and fee allowances and agency transactions)
6	All other expenses (Do not include in import file. Will be generated as follows; Line 7 minus sum of (lines 1-5))
7	Total expenses will be transferred from Part B, line 2. Do not include in import file.